

GAS CONTROL OPERATOR I

PURPOSE: Coordinate the flow of natural and manufactured gas throughout the City's distribution system in a safe, efficient manner.

FUNCTIONAL AREAS:

1. Coordinate the flow of natural and manufactured gas throughout the City's distribution system in a safe, efficient manner.
 - * A. Control the maximum daily volume of available gas while maintaining volume and pressure of gas required for consumers' demands.
 - * B. Review correlating data such as pressure and temperature with variables affecting consumer demand, such as weather conditions and time of day to forecast load adjustment.
 - * C. Curtail the supply of gas to interruptible customers when load demand exceeds contracted supplies or to maintain adequate system pressure.
 - * D. Monitor telemetric systems to determine gas pressure, volume, and consumption, and record instrument reading accurately.
2. Operate computerized equipment to gather, analyze, and record information.
 - * A. Assist in operating and maintaining flow control computer equipment (SCADA) to maintain the correct pressure and flow in the City's distribution system.
 - * B. Collect, analyze, consolidate, and summarize data from different sources.
 - * C. Prepare, review, and record complex reports, invoices, vouchers, statements, and records.
 - * D. Perform entries, corrections, retrievals, and audits of information using data entry, microcomputer, and mainframe computer equipment.
 - * E. Establish and maintain computer files.
 - * F. Perform entry and verification of data from source documents and data entry forms.
3. Assist in operating and maintaining odorant stations.
 - * A. Assist in calculating and calibrating amount of odorant to inject into the gas distribution system of the City of Duluth.
 - * B. Assist in filling storage tanks with odorant.
4. Assist in the cathodic protection program.
 - * A. Record and report current readings from cathodic test stations and readings from pipes and regulators.
 - * B. Install cathodic protection devices.
 - * C. Install cathodic protection test stations and lead wires.

JOB REQUIREMENTS

Knowledge Requirements:

- ◆ A. Basic knowledge of mathematics.
- ◆ B. Basic knowledge of plumbing, electricity, mechanics, and the properties of natural and propane gas and liquid.

Ability Requirements: (Representative functions may be listed to illustrate the abilities required.)

- ◆ A. Ability to transport oneself and the tools and equipment used in the job to the various locations required throughout the City of Duluth and surrounding area. This is usually

- evidenced by possession of a valid Minnesota Drivers' License or privilege.
- ◆ B. Ability to make calculations, comparisons, projections, predictions, charts, and reports.
 - ◆ C. Ability to read and interpret charts, gauges, and meters.
 - ◆ D. Ability to be detailed and accurate.
 - ◆ E. Ability to learn the operation, maintenance, and repair of boilers, heating equipment, telemetric equipment, and gas regulator systems.
 - ◆ F. Ability to use hand and power tools.
 - ◆ G. Ability to comprehend oral and written instructions.
 - ◆ H. Ability to communicate verbally.
 - ◆ I. Ability to exercise good judgement and resourcefulness in emergencies.
 - ◆ J. Ability to work independently with little supervision.
 - ◆ K. Ability to be pleasant and tactful with the public.
 - ◆ L. Ability to work shifts.
 - ◆ M. Ability to lift and transport using mechanical aids 75 pounds occasionally and up to 25 pounds regularly.
 - ◆ N. Ability to walk, climb using ladders and stairs, twist, stoop, reach, and balance.
 - ◆ O. Ability to work outside in inclement weather while performing functions such as checking and maintaining border stations.
 - ◆ P. Ability to work in a safe and efficient manner in compliance with established safety policies and procedures.
 - ◆ Q. Ability to attend work on a regular basis.

* Essential functions of the classification.

◆ Minimum qualifications required on the first day of employment.

Anlst: CT	Class: 4302	Union: Basic	Pay: 26	CSB: 20090421
CC: 20090526	Res: 09-0350R	EEOC: Technician	EEOF: Utilities/Transportation	WC: 7502